ST/IC/2003/1

United Nations

Index to administrative issuances

JANUARY 2003

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Introduction

1. The present index to administrative issuances lists in alphanumeric order by series symbol, together with date and subject matter, all issuances at United Nations Headquarters that were current as at 31 December 2002. It also includes a subject index and an alphabetical index. The index is issued annually.*

2. The index comprises the following sections:

(a) **ST/SGB/- series.** These bulletins promulgate Regulations adopted by the General Assembly, establish Financial Rules, Staff Rules and the organizational structure of the Secretariat and contain important decisions of policy. They are issued by the Secretary-General and remain in effect from a given date until specifically amended or abolished;

(b) **ST/AI/- series.** These administrative instructions prescribe instructions and procedures for the implementation of Secretary-General's bulletins, and they also set forth office practices and procedures to be applied in more than one department of the Secretariat. These instructions remain in effect from a given date until specifically amended or abolished;

(c) **Subject and alphabetical indexes.** The subject and alphabetical indexes provide the information needed to locate issuances on specific subjects.

3. Copies of the index are available through official distribution. The index is also archived in the optical disk system, and is included in the Human Resources Handbook.

4. Comments and suggestions concerning this publication would be appreciated. They should be addressed to the Chief, Rules and Regulations Unit, Office of Human Resources Management, room S-2590, United Nations, New York, NY 10017. They can also be sent by fax to 212-963-1068.

* The index to information circulars is contained in ST/IC/2003/2.

1 January 2003

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A. Administrative issuances, by alphanumeric symbol

I. Issuances under Secretary-General's bulletin ST/SGB/1997/1*

1. Secretary-General's bulletins (ST/SGB/2002/1-18)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2002/1	1/02	Staff Rules - 100 series	See also ST/SGB/2002/4 and ST/SGB/2002/10
ST/SGB/2002/2	1/02	Staff Regulations of the United Nations and Staff Rules 200.1 to 212.7 applicable to Technical Assistance Project Personnel	See also ST/SGB/2002/10
ST/SGB/2002/3	1/02	Staff Rules - Rules 301.1 to 312.6 governing appointments for service of a limited duration	See also ST/SGB/2002/10 and ST/AI/2001/2
ST/SGB/2002/4	23/4/02	Revision of staff rule 104.14	See also ST/SGB/2002/1
ST/SGB/2002/5	23/4/02	Introduction of a new staff selection system	See also ST/AI/2002/4
ST/SGB/2002/6	23/4/02	Central Review Bodies	
ST/SGB/2002/7	16/5/02	Organization of the Office of Internal Oversight Services	See also ST/SGB/273
ST/SGB/2002/8	5/6/02	Evacuation procedures for the United Nations Headquarters complex	
ST/SGB/2002/9	18/6/02	Regulations governing the status, basic rights and duties of Officials other than Secretariat Officials, and Experts on Mission	See also ST/SGB/2002/13
ST/SGB/2002/10	13/8/02	Amendments to staff rules 107.15, 207.17 and 307.4	See also ST/SGB/2002/1, ST/SGB/2002/2 and ST/SGB/2002/3
ST/SGB/2002/11	27/9/02	Amendment to Secretary-General's Bulletin on the Organization of the Secretariat of the United Nations (ST/SGB/1997/5)	See also ST/SGB/1997/5
ST/SGB/2002/12	15/10/02	Office of the Ombudsman - appointment and terms of reference of the Ombudsman	
ST/SGB/2002/13	1/11/02	Status, basic rights and duties of United Nations staff members	See also ST/SGB/2002/9
ST/SGB/2002/14	22/11/02	Organization of the secretariat of the United Nations Human Settlements Programme	See also ST/SGB/2000/13

* On 1 June 1997 a new system for administrative issuances entered into force in accordance with ST/SGB/1997/1.

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2002/15	**3/12/02**	**Staff-Management Coordination Committee**	
ST/SGB/2002/16	**27/12/02**	**Organization of the secretariat of the Economic and Social Commission for Western Asia (ESCWA)**	
ST/SGB/2002/17	**31/12/02**	**Amendment to the Secretary-General's bulletin on the implementation of the report of the Panel on United Nations Peace Operations - filling of new posts (ST/SGB/2001/4)**	**See also ST/SGB/2001/4**
ST/SGB/2002/18	**31/12/02**	**New nomenclature for staff of the United Nations**	

2. Secretary-General's bulletins (ST/SGB/2001/-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2001/4	12/4/01	Implementation of the report of the Panel on United Nations Peace Operations - filling of new posts	See also ST/SGB/2002/17
ST/SGB/2001/5	8/6/01	Information and Communications Technology Board	
ST/SGB/2001/7	28/8/01	Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements	
ST/SGB/2001/8 ST/SGB/2001/8/ Corr.1 (Arabic only)	27/9/01 25/10/01	Staff Regulations	
ST/SGB/2001/9	16/10/01	Senior Review Group	

Symbol	*Date issued*	*Subject*	*Amendments remarks*
3. Secretary-General's bulletins (ST/SGB/2000/-)			
ST/SGB/2000/4	**24/1/00**	**Organization of the United Nations Office at Geneva**	
ST/SGB/2000/5	**7/2/00**	**Organization of the secretariat of the Economic Commission for Latin America and the Caribbean**	
ST/SGB/2000/6	**17/2/00**	**Organization of the United Nations Relief and Works Agency for Palestine Refugees in the Near East**	
ST/SGB/2000/8	**19/4/00**	**Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation**	
ST/SGB/2000/9	**15/5/00**	**Functions and organization of the Department of Peacekeeping Operations**	
ST/SGB/2000/10	**15/5/00**	**Organization of the Department of Political Affairs**	
ST/SGB/2000/11	**22/5/00**	**Visa Committee**	
ST/SGB/2000/12	**25/9/00**	**Organization of the secretariat of the Economic and Social Commission for Asia and the Pacific**	
ST/SGB/2000/13 **ST/SGB/2000/13/ Corr.1 (French only)**	**22/9/00** **5/12/00**	**Organization of the United Nations Office at Nairobi**	**See also ST/SGB/1999/21 and ST/SGB/2002/14**
ST/SGB/2000/14	**23/10/00**	**Accountability Panel**	
ST/SGB/2000/15	**1/12/00**	**Regulations for the United Nations Dag Hammarskjöld Medal**	**See also ST/SGB/119 and Amend.1**
ST/SGB/2000/16	**13/12/00**	**Abolition of obsolete administrative issuances**	**See also ST/SGB/1999/11**

Symbol	Date issued	Subject	Amendments remarks
4. Secretary-General's bulletins (ST/SGB/1999/-)			
ST/SGB/1999/3	28/4/99	Financial disclosure statements	
ST/SGB/1999/4	20/5/99	Family and child support obligations of staff members	See also ST/AI/2000/12
ST/SGB/1999/6	8/6/99	Commission for Historical Clarification	
ST/SGB/1999/8	22/6/99	Organization of the Office for the Coordination of Humanitarian Affairs	
ST/SGB/1999/9	24/6/99	Steering Committee for the Improvement of the Status of Women in the Secretariat	See also ST/SGB/282 and ST/AI/1999/9
ST/SGB/1999/10	30/6/99	Organization of the Department of Public Information	
ST/SGB/1999/11	30/6/99	Abolition of obsolete administrative issuances and information circulars	See also ST/SGB/2000/16
ST/SGB/1999/13	6/8/99	Observance by United Nations forces of international humanitarian law	
ST/SGB/1999/15	13/10/99	Organizational competencies for the future	See also ST/SGB/1998/6
ST/SGB/1999/17	30/11/99	United Nations personnel policy on HIV/AIDS	
ST/SGB/1999/18	15/12/99	Performance Appraisal System	See also ST/AI/1999/14, ST/AI/2001/10 and ST/AI/2002/3
ST/SGB/1999/19	20/12/99	Departmental focal points for women in the Secretariat	See also ST/SGB/282 and
ST/SGB/1999/21	21/12/99	Organization of the secretariat of the United Nations Environment Programme	See also ST/SGB/2000/13

Symbol	Date issued	Subject	Amendments remarks
5. Secretary-General's bulletins (ST/SGB/1998/-)			
ST/SGB/1998/1	15/1/98	Organization of the secretariat of the United Nations Conference on Trade and Development	
ST/SGB/1998/3	23/2/98	Organization of the secretariat of the Economic Commission for Europe	
ST/SGB/1998/4	1/3/98	Organization of the secretariat of the Economic Commission for Africa	
ST/SGB/1998/6	31/3/98	Building the future	See also ST/SGB/1999/15
ST/SGB/1998/9	27/4/98	Organization of the Office of the United Nations High Commissioner for Refugees	
ST/SGB/1998/10	20/5/98	Organization of the Department for Disarmament Affairs	
ST/SGB/1998/11	1/6/98	Organization of the Office of Central Support Services	
ST/SGB/1998/12	1/6/98	Organization of the Office of Human Resources Management	
ST/SGB/1998/13	1/6/98	Organization of the Office of Programme Planning, Budget and Accounts	
ST/SGB/1998/15 ST/SGB/Financial Rules/1/Rev.3/ Amend.1	30/9/98	Amendment of financial rule 110.32: Property Survey Board	
ST/SGB/1998/16	30/10/98	Organization of the United Nations Office at Vienna	
ST/SGB/1998/17	30/10/98	Organization of the United Nations Office for Drug Control and Crime Prevention	See also ST/SGB/240 and ST/AI/388
ST/SGB/1998/18	3/12/98	Organization of the Executive Office of the Secretary-General	

Symbol	Date issued	Subject	Amendments/remarks
6. Secretary-General's bulletins (ST/SGB/1997/-)			
ST/SGB/1997/1	28/5/97	Procedures for the promulgation of administrative issuances	
ST/SGB/1997/2	28/5/97	Information circulars	
ST/SGB/1997/3	8/9/97	Senior Management Group	
ST/SGB/1997/5	12/9/97	Organization of the Secretariat of the United Nations	See also ST/SGB/2002/11
ST/SGB/1997/6	15/9/97	Organization of the Department of General Assembly Affairs and Conference Services	
ST/SGB/1997/8	15/9/97	Organization of the Office of Legal Affairs	
ST/SGB/1997/9	15/9/97	Organization of the Department of Economic and Social Affairs	
ST/SGB/1997/10	15/9/97	Organization of the Office of the United Nations High Commissioner for Human Rights	
ST/SGB/1997/11	15/9/97	Organization of the Department of Management	
7. Administrative instructions (ST/AI/2002/1-8)			
ST/AI/2002/1	10/1/02	Administrative instruction amending ST/AI/1999/4 (Education grant and special education grant for disabled children)	See also ST/AI/1999/4
ST/AI/2002/2	7/2/02	Administrative instruction amending ST/AI/2000/20 (Official travel)	See also ST/AI/2000/20
ST/AI/2002/3	30/3/02	Performance appraisal system	See also ST/SGB/1999/14, ST/AI/1999/18 and ST/AI/2001/10
ST/AI/2002/4	23/4/02	Staff selection system	See also ST/SGB/2002/5 and ST/SGB/2002/6
ST/AI/2002/5	7/6/02	Administrative instruction amending administrative instruction ST/AI/1997/6	See also ST/AI/1997/6
ST/AI/2002/6	27/9/02	Life insurance	
ST/AI/2002/7	24/10/02	Administrative instruction amending ST/AI/1999/12 (Family, sick and maternity leave)	See also ST/AI/1999/12
ST/AI/2002/8	27/12/02	Official hospitality	

Symbol	*Date Issued*	*Subject*	*Amendments/remarks*
8. Administrative instructions (ST/AI/2001/-)			
ST/AI/2001/1	8/2/01	Currency and modalities of payment of salaries and allowances	
ST/AI/2001/2	15/3/01	Appointments of limited duration	See also ST/SGB/2002/3 and ST/SGB/2002/10
ST/AI/2001/3	4/5/01	Administrative instruction amending ST/AI/259/Rev.10 - Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters	
ST/AI/2001/4	5/6/01	Disposal of computer equipment at United Nations Headquarters	
ST/AI/2001/5	22/8/01	United Nations Internet publishing	
ST/AI/2001/6	24/7/01	Administrative instruction amending ST/AI/342 - Guidelines for the preparation of host government agreements falling under General Assembly resolution 40/243	
ST/AI/2001/7	28/8/01	Managed Reassignment Programme for Junior Professional Staff	See also ST/AI/1997/1 and ST/AI/2001/8
ST/AI/2001/8	2/11/01	Competitive examination for recruitment to the Professional category of staff members from other categories	
ST/AI/2001/9	7/12/01	Administrative instruction amending ST/AI/2000/2 - Mobility and hardship allowance	
ST/AI/2001/10	31/12/01	Administrative instruction amending ST/AI/1999/14 - Performance appraisal system	See also ST/SGB/1999/18, ST/AI/1999/14 and ST/AI/2002/3
9. Administrative instructions (ST/AI/2000/-)			
ST/AI/2000/1	12/1/00	Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills	
ST/AI/2000/2	10/3/00	Mobility and hardship allowance	See also ST/AI/2001/9
ST/AI/2000/3	4/4/00	Overtime compensation for staff members in the Field Service category at established missions	

Symbol	*Date Issued*	*Subject*	*Amendments/remarks*
ST/AI/2000/4	5/4/00	Sabbatical leave programme	
ST/AI/2000/5	15/5/00	Repatriation grant	
ST/AI/2000/6	25/5/00	Special entitlements for staff members serving at designated duty stations	
ST/AI/2000/7	15/8/00	Medical standards and clearances	
ST/AI/2000/8	13/9/00	Dependency status and dependency benefits	
ST/AI/2000/9	19/9/00	United Nations internship programme	
ST/AI/2000/10	21/9/00	Medical evacuation	
ST/AI/2000/11	12/10/00	Recovery of overpayments made to staff members	
ST/AI/2000/12	25/10/00	Private legal obligations of staff members	See also ST/SGB/1999/4
ST/AI/2000/13	25/10/00	Outside activities	
ST/AI/2000/14	9/11/00	Coordination of action in cases of death of staff members: Travel and transportation in cases of death or health-related emergency	
ST/AI/2000/15	27/11/00	Family visit travel	See also ST/AI/2000/20 (as amended by ST/AI/2002/2)
ST/AI/2000/16	5/12/00	Rental subsidies and deductions	
ST/AI/2000/17	11/12/00	Assignment grant	
ST/AI/2000/19	18/12/00	Visa status of non-United States staff members serving in the United States, members of their household and their household employees, and staff members seeking or holding permanent resident status in the United States	
ST/AI/2000/20	22/12/00	Official travel	See also ST/AI/2002/2
ST/AI/2000/21	22/12/00	Occasional recuperation break	

10. Administrative instructions (ST/AI/1999/-)

ST/AI/1999/1	1/2/99	Delegation of authority in the administration of the Staff Rules	See also ST/SGB/151 and ST/AI/234/Rev.1 and Amend.1
ST/AI/1999/2	13/5/99	Language proficiency and language incentives	
ST/AI/1999/4	19/5/99	Education grant and special education grant for disabled children	See also ST/AI/2000/6 and ST/AI/2002/1

Symbol	*Date Issued*	*Subject*	*Amendments/remarks*
ST/AI/1999/5 ST/AI/1999/5/Corr.1 (English only)	27/5/99 8/6/99	Retention in service beyond the age of retirement and employment of retirees	
ST/AI/1999/6	28/5/99	Gratis personnel	
ST/AI/1999/7	25/8/99	Consultants and individual contractors	See also ST/SGB/177, ST/AI/295 and Amend.1 and ST/AI/296 and Amend.1
ST/AI/1999/8	17/8/99	Placement and promotion system	See also ST/SGB/267. (for vacancies posted before 1 May 2002)
ST/AI/1999/9	21/9/99	Special measures for the achievement of gender equality	See also ST/SGB/282
ST/AI/1999/12	8/11/99	Family leave, sick leave and maternity leave	See also ST/AI/2002/7
ST/AI/1999/13	9/11/99	Recording of attendance and leave	
ST/AI/1999/14	17/11/99	Performance Appraisal System	See also ST/SGB/1999/18, ST/AI/2001/10 and ST/AI/2002/3
ST/AI/1999/15	23/11/99	Excess baggage, shipments and insurance	
ST/AI/1999/16	28/12/99	Termination of appointment for reasons of health	
ST/AI/1999/17	23/11/99	Special post allowance	

11. Administrative instructions (ST/AI/1998/-)

ST/AI/1998/1	28/1/98	Payment of income taxes to United States tax authorities	
ST/AI/1998/2	21/1/98	Reimbursement for travel by private motor vehicle	
ST/AI/1998/3	23/1/98	System of daily subsistence allowance	
ST/AI/1998/4	10/2/98	Competitive examinations for the placement of General Service and related categories in particular occupational groups	
ST/AI/1998/5	24/2/98	Administrative instruction amending ST/AI/1997/7 - Recruitment procedures for Professional staff	See also ST/AI/1997/7. (for vacancies posted before 1 May 2002)
ST/AI/1998/7	23/3/98	Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category	

Symbol	*Date Issued*	*Subject*	*Amendments/remarks*
ST/AI/1998/9 ST/AI/1998/9/Corr.1 (English only)	6/10/98 29/12/98	System for the classification of posts	

12. Administrative instructions (ST/AI/1997/-)

ST/AI/1997/1	20/8/97	Conditions under which staff members may take national competitive recruitment examinations	See also ST/SGB/210
ST/AI/1997/4	30/9/97	Upgrading of substantive and technical skills	See also ST/SGB/1998/6
ST/AI/1997/6	20/10/97	Mission subsistence allowance	See also ST/AI/2002/5
ST/AI/1997/7	20/11/97	Recruitment procedures for Professional staff	Amended by ST/AI/1998/5. (for vacancies posted before 1 May 2002)

II. Issuances under Secretary-General's bulletin ST/SGB/100

1. Secretary-General's bulletins (ST/SGB/-)

ST/SGB/Financial Rules/1/ Rev.3 (1985)	3/1985	Financial Regulations and Rules of the United Nations (series 100)	Annex: Additional terms of reference governing the audit of the United Nations. See also ST/SGB/1998/15
Rev.3/Amend.1	30/9/98		
ST/SGB/Financial Rules/2	9/12/75	Financial Rules of the Fund of the United Nations Environment Programme	
ST/SGB/Staff Rules/ Appendix D/Rev.1	1/1/66	Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations	
Rev.1/Amend.1	8/1/76		
ST/SGB/ UNFICYP/1	25/4/64	Regulations for the United Nations Peacekeeping Force in Cyprus	
ST/SGB/UNHHSF/ Financial Rules/3 (1978)	1/78	Special annex for the United Nations Habitat and Human Settlements Foundation (series 300) to the Financial Regulations and Rules of the United Nations (series 100)	
ST/SGB/103/Rev.1	6/80	Rules governing compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	

Symbol	*Date Issued*	*Subject*	*Amendments/remarks*
ST/SGB/107/Rev.6	25/3/91	Rules governing payment of travel expenses and subsistence allowances in respect of members of organs or subsidiary organs of the United Nations	
ST/SGB/119 ST/SGB/119/ Amend.1	30/7/59 10/63	Regulations for the United Nations medal	See also ST/SGB/2000/15
ST/SGB/125/Rev.1 ST/SGB/125/Rev.1/ Amend.1 ST/SGB/125/Rev.2 (Spanish only)	21/5/63 31/12/63 27/2/64	Latin American Institute for Economic and Social Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/126 ST/SGB/126/ Amend.1	1/8/63 15/6/73	United Nations Research Institute for Social Development	
ST/SGB/127 ST/SGB/127/ Amend.1	23/9/63 29/4/74	Asian Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/129	31/12/64	African Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules and procedures	
ST/SGB/132	1/67	United Nations Flag Code and Regulations	
ST/SGB/135	26/12/69	Access to League of Nations archives	
ST/SGB/136	1/2/71	Preservation and disposition of gifts and historical items	
ST/SGB/151	7/1/76	Administration of the Staff Regulations and the Staff Rules	See also ST/AI/234/Rev.1 and Amend.1 and ST/AI/1999/1
ST/SGB/152	4/3/76	Procedure for the establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters	
ST/SGB/160	13/10/77	Planning, preparation and servicing of special conferences	See also ST/AI/342, ST/AI/2000/20 (as amended by ST/AI/2002/2) and ST/AI/2001/6
ST/SGB/172	19/4/79	Staff-management relations: decentralization of consultation procedure	See also ST/SGB/274

Symbol	Date Issued	Subject	Amendments/remarks
ST/SGB/177	19/11/82	Policies for obtaining the services of individuals on behalf of the Organization	See also ST/SGB/283, ST/AI/295 and Amend.1, ST/AI/296 and Amend.1, ST/AI/297 and Add.1, ST/AI/327 and ST/AI/1999/7
ST/SGB/188	1/3/82	Establishment and management of trust funds	See also ST/AI/284, ST/AI/285 and ST/AI/286
ST/SGB/198	10/12/82	Security, safety and independence of the international civil service	See also ST/AI/299
ST/SGB/200/Rev.1	1/10/92	Joint Advisory Committee at Headquarters	
ST/SGB/201	8/7/83	Use of working languages of the Secretariat	See also ST/SGB/212
ST/SGB/205	14/6/84	Regional Commissions Liaison Office	
ST/SGB/209	21/12/84	Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat	
ST/SGB/210	22/1/85	National competitive examinations	See also ST/AI/1997/1 and ST/AI/2001/7
ST/SGB/212	24/9/85	Use of working languages of the Secretariat	See also ST/SGB/201
ST/SGB/213/Rev.1	30/4/91	Designation of staff members performing significant functions in financial management, personnel management and general services administration	
ST/SGB/214	17/1/86	International Research and Training Institute for the Advancement of Women	
ST/SGB/230	8/3/89	Resolution of tort claims	
ST/SGB/240	26/6/91	United Nations International Drug Control Programme	See also ST/SGB/1998/17 and ST/AI/388
ST/SGB/242	26/6/91	United Nations archives and records management	See also ST/AI/326 and Corr.1
ST/SGB/251	22/7/92	Establishment and operation of the Central Emergency Revolving Fund	
ST/SGB/253	29/10/92	Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment	See also ST/AI/379

Symbol	*Date Issued*	*Subject*	*Amendments/remarks*
ST/SGB/259	2/7/93	Wearing of grounds passes	See also ST/AI/333 and ST/AI/387
ST/SGB/267	15/11/93	Placement and promotion	See also ST/AI/1999/8 (for vacancies posted before 1 May 2002)
ST/SGB/269	10/1/94	Secure telecommunications equipment	
ST/SGB/273	7/9/94	Establishment of the Office of Internal Oversight Services	See also ST/SGB/2002/7, ST/AI/397 and ST/AI/401
ST/SGB/274	28/9/94	Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level	See also ST/SGB/172
ST/SGB/275	22/12/94	Health and Life Insurance Committee at Headquarters	
ST/SGB/276	27/4/95	Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee	
ST/SGB/277	19/5/95	Policy governing assignment to and return from mission detail	See also ST/AI/404
ST/SGB/280 ST/SGB/280/Amend.1	9/11/95 22/12/95	Suspension of the granting of permanent and probationary appointments	
ST/SGB/282	5/1/96	Policies to achieve gender equality in the United Nations	See also ST/SGB/1999/19 and ST/AI/1999/9
ST/SGB/283	29/8/96	Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	See also ST/SGB/177

Symbol	Date Issued	Subject	Amendments/remarks
2. Administrative instructions (ST/AI/-)			
ST/AI/97/Rev.2	26/2/81	Control of United Nations property covered by personal property receipts	See also ST/AI/374
ST/AI/104	23/8/54	Solicitation of voluntary contributions within the Secretariat	
ST/AI/105	3/9/54	Maintenance of personnel record cards	
ST/AI/108	24/2/55	Annual inspection of official status files	See also ST/AI/292
ST/AI/118/Rev.1	15/1/57	Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	
ST/AI/145/Rev.1	18/6/70	Use of Dag Hammarskjöld Memorial Library building	Paras. 5 and 6; see also ST/AI/387 and ST/AI/416
ST/AI/149/Rev.4	14/4/93	Compensation for loss of or damage to personal effects attributable to service	
ST/AI/155/Rev.2 ST/AI/155/Rev.2/ Amend.1	31/8/90 13/12/90	Personnel payroll clearance action	
ST/AI/157	13/8/63	Losses of cash	
ST/AI/189	7/11/69	Regulations for the control and limitation of documentation	
ST/AI/189/Add.1/ Rev.2	1/10/90	Initiation, approval and execution of the United Nations biennial publications programme	
ST/AI/189/Add.2 ST/AI/189/Add.2/ Amend.1	15/9/71 30/4/75	Covers and title pages of publications	
ST/AI/189/Add.3/ Rev.2	17/12/85	Distribution of documents, meeting records, official records and publications	See also ST/AI/271 and ST/AI/341
ST/AI/189/Add.4/ Rev.1	20/1/97	Principles governing the exchange of United Nations documents and publications	See also ST/AI/271
ST/AI/189/Add.5/ Rev.2	23/2/87	Stock review and disposal: official records and publications	
ST/AI/189/Add.6/ Rev.4	12/2/96	Attribution of authorship in United Nations documents, publications and other official papers	

Symbol	*Date Issued*	*Subject*	*Amendments/remarks*
ST/AI/189/Add.7	30/9/71	Documentation workload estimates	
ST/AI/189/Add.8/ Rev.1	15/3/77	Requests for document services	
ST/AI/189/Add.9/ Rev.1	26/3/85	Copyright in United Nations publications: general principles, practice and procedure	See remarks below
ST/AI/189/Add.9/ Rev.2	17/9/87	Copyright in United Nations publications: general principles, practice and procedure	Supersedes ST/AI/189/Add.9/Rev.1 on an experimental basis; see also ST/AI/189/Add.27
ST/AI/189/Add.9/ Rev.2/Add.2	25/2/92		
ST/AI/189/Add.10	29/11/72	Mailing of official United Nations documentation	See also ST/AI/271
ST/AI/189/Add.11/ Rev.2	18/8/95	Principles governing United Nations depository libraries	
ST/AI/189/Add.12/ Rev.1	20/1/97	Supply to the United Nations libraries of material not available through the regular distribution channels	
ST/AI/189/Add.13/ Rev.1	22/12/73	Reissue of out-of-stock material	
ST/AI/189/Add.14/ Rev.1	17/9/79	External publishing of United Nations manuscripts	
ST/AI/189/Add.15/ Rev.1	30/6/92	Pricing of United Nations publications	
ST/AI/189/Add.16	7/6/73	Classification and declassification of documents	
ST/AI/189/Add.17	24/6/75	Criteria for the selection of material to be issued as United Nations publications	
ST/AI/189/Add.18	19/1/76	Mention of names of commercial firms in United Nations documents and publications	
ST/AI/189/Add.19/ Rev.1	11/2/97	Newsletters and other information materials in printed or electronic format	
ST/AI/189/Add.20/ Rev.1	11/2/97	Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat	
ST/AI/189/Add.21	15/1/79	Use of the United Nations emblem on documents and publications	
ST/AI/189/Add.22	1/6/79	Use and disposition of papers and reports of seminars and similar ad hoc meetings	

Symbol	Date Issued	Subject	Amendments/remarks
ST/AI/189/Add.23	24/2/82	Timetable for the planning and submission of documents for sessions of United Nations organs	
ST/AI/189/Add.24	11/12/84	Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications	
ST/AI/189/Add.25/Rev.1	20/1/97	Guidelines for the publication of maps	
ST/AI/189/Add.26	25/9/89	Guidelines for electronic publishing	See also ST/AI/189/Add.28
ST/AI/189/Add.27	8/11/90	References and acknowledgements	See also ST/AI/189/Add.9/Rev.2 and Add.2
ST/AI/189/Add.28	14/8/96	Guidelines for publishing in an electronic format	See also ST/AI/189/Add.26
ST/AI/193/Rev.1	24/6/77	Material and package passes	See also ST/AI/309/Rev.2
ST/AI/202	4/6/71	Headquarters Property Survey Board: case report and recommendation form	
ST/AI/205	10/12/71	Library services	See also ST/AI/189/Add.12/Rev.1
ST/AI/211	4/4/72	Scheduling of meetings and provision of conference services	
ST/AI/222	10/12/74	Procedure to be followed in cases of termination of permanent appointment for unsatisfactory services	
ST/AI/223	2/10/74	Financial administration	
ST/AI/227	25/4/75	Security of valuable articles: lost and found property	
ST/AI/231/Rev.1	23/1/91	Non-reimbursable loans of personnel services from sources external to the United Nations common system	
ST/AI/233	9/12/75	Contributions from non-Member States	
ST/AI/234/Rev.1 ST/AI/234/Rev.1/Amend.1	22/3/89 14/6/90	Administration of the Staff Regulations and Staff Rules	See also ST/SGB/151 and ST/AI/1999/1
ST/AI/235 ST/AI/235/Corr.1	8/1/76 20/1/76	Death and disability coverage for members of the Joint Inspection Unit	

Symbol	*Date Issued*	*Subject*	*Amendments/remarks*
ST/AI/242 ST/AI/242/Amend.1	22/2/77 8/8/95	Establishment of appointment and promotion committees at designated offices away from Headquarters	See also ST/SGB/151 and ST/AI/234/Rev.1 and Amend.1
ST/AI/244/Rev.1	18/7/96	United Nations Bookshop service for staff members	
ST/AI/248 ST/AI/248/Amend.1	7/7/77 27/6/80	Reimbursement of taxi fares	
ST/AI/256 ST/AI/256/Add.1	3/2/78 20/12/83	Separation of responsibilities and duties of cheque signatories and finance officers designated as approving officers	
ST/AI/259/Rev.10	27/2/89	Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters	See also ST/AI/2001/3
ST/AI/261	12/12/78	Forms management programme	
ST/AI/270/Rev.1	12/4/89	Delegation of authority under the Financial Rules	See also ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1, ST/SGB/213/Rev.1 and ST/AI/315/Rev.1
ST/AI/271	4/2/80	General principles and procedures governing outgoing official United Nations mail at Headquarters	See also ST/AI/189/Add.10
ST/AI/273	4/3/80	Employment of spouses	
ST/AI/274 ST/AI/274/Corr.1 (English only)	30/6/80 27/8/80	Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories	
ST/AI/284	1/3/82	General trust funds	See also ST/SGB/188
ST/AI/285	1/3/82	Technical cooperation trust funds	See also ST/SGB/188
ST/AI/286	3/3/82	Programme support accounts	See also ST/SGB/188
ST/AI/291/Rev.1	18/7/84	Part-time employment	
ST/AI/292	15/7/82	Filing of adverse material in personnel records	See also ST/AI/108
ST/AI/293	15/7/82	Facilities to be provided to staff representatives	

Symbol	*Date Issued*	*Subject*	*Amendments/remarks*
ST/AI/295 ST/AI/295/Amend.1	19/11/82 5/7/95	Temporary staff and individual contractors	See also ST/SGB/177, ST/AI/296 and Amend.1, ST/AI/297 and Add.1, ST/AI/327 and ST/AI/1999/7
ST/AI/296 ST/AI/296/Amend.1	19/11/82 5/7/95	Consultants and participants in advisory meetings	See also ST/SGB/177, ST/AI/295 and Amend.1, ST/AI/297 and Add.1, ST/AI/327 and ST/AI/1999/7
ST/AI/297	19/11/82	Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers	See also ST/SGB/177, ST/AI/295 and Amend.1, ST/AI/296 and Amend.1, ST/AI/327 and ST/AI/1999/7
ST/AI/299	10/12/82	Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families	See also ST/SGB/198
ST/AI/308/Rev.1	25/11/83	Establishment of Panels on Discrimination and Other Grievances	
ST/AI/309/Rev.2	18/2/97	Authority of United Nations security officers	See also ST/SGB/259, ST/AI/193/Rev.1 and ST/AI/387
ST/AI/310	20/9/83	Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	See also ST/AI/387
ST/AI/315/Rev.1	28/2/92	Delegation of financial authority to the International Trade Centre	
ST/AI/323	27/9/84	Reduction in energy consumption	
ST/AI/326 ST/AI/326/Corr.1	28/12/84 17/1/85	United Nations archives	See also ST/SGB/242
ST/AI/327	23/1/85	Institutional or corporate contractors	See also ST/SGB/177, ST/AI/295 and Amend.1, ST/AI/296 and Amend.1, ST/AI/297 and Add.1 and ST/AI/1999/7
ST/AI/333	29/11/85	Personal identification cards: Headquarters	See also ST/SGB/259 and ST/AI/387
ST/AI/334	21/5/86	Test for basic word-processing qualifications	
ST/AI/337	15/10/86	Policy on the provision and use of official cars	

Symbol	*Date Issued*	*Subject*	*Amendments/remarks*
ST/AI/342	8/5/87	Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243	See also ST/SGB/160, ST/AI/2000/20 (as amended by ST/AI/2002/2) and ST/AI/2001/6
ST/AI/343 ST/AI/343/Corr.1 (French only)	31/7/87 31/8/95	Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters	
ST/AI/349	22/4/88	United Nations garage	
ST/AI/351 ST/AI/351/Amend.1	25/5/88 28/1/97	Assistance and representation by counsel in disciplinary and appeal cases	
ST/AI/352	28/6/88	Certifying and approving officers	
ST/AI/352/Add.2/Rev.1	18/3/91	List of certifying officers for the biennium 1990-1991	
ST/AI/354	27/7/88	Request for rectification of date of birth or of other personal data	
ST/AI/360/Rev.1 ST/AI/360/Rev.1/Corr.1 (English only)	15/11/93 8/12/93	Movement of staff from the Field Service category to the Professional category	See also ST/AI/2001/8
ST/AI/367	15/10/90	Home leave: change of place of home leave and change of country of home leave	
ST/AI/368	10/1/91	Instructions governing United Nations diplomatic pouch service	
ST/AI/371	2/8/91	Revised disciplinary measures and procedures	
ST/AI/372	25/9/91	Employee assistance in cases of alcohol/substance abuse	
ST/AI/374	16/1/92	Property records and inventory control under revised definition of non-expendable property	See also ST/AI/97/Rev.2
ST/AI/376	1/6/92	United Nations Exhibits Committee guidelines	See also ST/AI/416
ST/AI/379	29/10/92	Procedures for dealing with sexual harassment	See also ST/SGB/253
ST/AI/387	10/9/93	Security arrangements for admission to United Nations Headquarters	See also ST/SGB/259 and ST/AI/309/Rev.2
ST/AI/388	14/9/93	Personnel arrangements for the United Nations International Drug Control Programme (UNDCP)	See also ST/SGB/1998/17 and ST/SGB/240

Symbol	*Date Issued*	*Subject*	*Amendments/remarks*
ST/AI/394	19/5/94	After-service health insurance	
ST/AI/397	7/9/94	Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery	See also ST/SGB/273
ST/AI/400	22/12/94	Abandonment of post	
ST/AI/401	18/1/95	Personnel arrangements for the Office of Internal Oversight Services	See also ST/SGB/273
ST/AI/404	19/5/95	Assignment to and return from mission detail	
ST/AI/407	1/8/95	Smoking at United Nations Headquarters	
ST/AI/408	1/8/95	Introduction of staggered working hours at Headquarters	
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ST/AI/416	26/4/96	Use of United Nations premises for meetings, conferences, special events and exhibits	See also ST/AI/145/Rev.1 (paras. 5 and 6), ST/AI/376 and ST/AI/387

B. Subject index to administrative issuances

I. Buildings, premises and security

1. Buildings and premises

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Committee on Contracts - ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1 (rule 110.17)

Energy conservation: see Reduction in energy consumption

Reduction in energy consumption - ST/AI/323

United Nations Bookshop service for staff members - ST/AI/244/Rev.1

Use of Dag Hammarskjöld Memorial Library building - ST/AI/145/Rev.1 (paras. 5 and 6), ST/AI/387 and ST/AI/416

Use of United Nations premises for meetings, conferences, special events and exhibits - ST/AI/416 (see also Exhibits Committee guidelines, in section XI.4, and Security arrangements for admission to United Nations Headquarters, in section I.5 below)

2. Garage

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United Nations Garage - ST/AI/349

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4. Safety

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Evacuation procedures for the United Nations Headquarters complex - ST/SGB/2002/8

5. Security

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- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

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Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations: Rules governing - ST/SGB/103/Rev.1

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2. Communications, correspondence and mailing

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Outgoing official United Nations mail at Headquarters: General principles and procedures governing - ST/AI/271, ST/AI/189/Add.10 and ST/AI/341

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Depository libraries: Principles governing United Nations - ST/AI/189/Add.11/Rev.2

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Asian Institute for Economic Development and Planning - ST/SGB/127 and Amend.1

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- List of certifying officers for the biennium 1990-1991 - ST/AI/352/Add.2/Rev.1

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Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276

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Overtime compensation for staff members in the Field Service category at established missions - ST/AI/2000/3

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Recovery of overpayments made to staff members - ST/AI/2000/11

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters - ST/AI/259/Rev.10 and ST/AI/2001/3

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5. Trust funds and special accounts

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Establishment and operation of the Central Emergency Revolving Fund - ST/SGB/251

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- Procedures for the promulgation of - ST/SGB/1997/1

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Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276

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Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements - ST/SGB/2001/7

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Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

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VIII. Human resources

1. Administration-staff relations

International civil service: Security, safety and independence of the - ST/SGB/198
- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Joint Advisory Committee at Headquarters - ST/SGB/200/Rev.1

Joint Appeals Board:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Joint Disciplinary Committee:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1
- Revised disciplinary measures and procedures - ST/AI/371

Office of the Ombudsman - ST/SGB/2002/12

Panels of Counsel - ST/AI/351 and Amend.1

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1

Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level - ST/SGB/274

Staff representatives: Facilities to be provided to - ST/AI/293

Staff-Management Coordination Committee - ST/SGB/2002/15

Staff-management relations: decentralization of consultation procedure - ST/SGB/172 and ST/SGB/274

Steering Committee for the Improvement of the Status of Women in the Secretariat:
- Membership - ST/SGB/1999/9
- Policies to obtain gender equality in the United Nations - ST/SGB/282 and ST/AI/1999/9

2. Allowances, entitlements and grants

Assignment grant - ST/AI/2000/17

Coordination of action in cases of death of staff members: Travel and transportation in cases of death or health-related emergency - ST/AI/2000/14

Dependency status and dependency benefits - ST/AI/2000/8

Early separation programme: 1996 - ST/AI/414 and Add.1

Education grant and special education grant for disabled children - ST/AI/1999/4 (as amended by ST/AI/2002/1) (see also Special entitlements for staff members serving at designated duty stations below)

Home leave: change of place of home leave and change of country of home leave - ST/AI/367

Mission subsistence allowance - ST/AI/1997/6 (as amended by ST/AI/2002/5)

Mobility and hardship allowance - ST/AI/2000/2 (as amended by ST/AI/2001/9)

Non-resident's allowance: see Rental subsidies and deductions below

Occasional recuperation break - ST/AI/2000/21

Official hospitality - ST/AI/2002/8

Reimbursement for travel by private motor vehicle - ST/AI/1998/2

Reimbursement of costs of basic medical examinations for family members: see Special entitlements for staff members serving at designated duty stations below

Rental subsidies and deductions - ST/AI/2000/16

Repatriation grant - ST/AI/2000/5

Salaries and allowances: Currency and modalities of payment - ST/AI/2001/1

Salary differential for General Service staff in the Language Text-Processing Unit, Department of General Affairs and Conference Services – ST/AI/2001/3

Scheme of social security for the staff - ST/SGB/2002/1 (staff rules 106.1-106.6)

Special entitlements for staff members serving at designated duty stations - ST/AI/2000/6

Special post allowance - ST/AI/1999/17

Subsistence allowance:
- Mission subsistence allowance - ST/AI/1997/6 (as amended by ST/AI/2002/5)
- System of daily subsistence allowance - ST/AI/1998/3

Threshold percentage for the purpose of calculating rental subsidies: see Rental subsidies and deductions above

3. Appeals

Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Classification Appeals Committees: see System for the classification of posts in section VIII.8 below

Disciplinary measures and procedures: Revised - ST/AI/371

Grievance panels: see Panels on Discrimination and Other Grievances below

Joint Appeals Board:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Joint Disciplinary Committee:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1
- Revised disciplinary measures and procedures - ST/AI/371

Office of the Ombudsman - appointment and terms of reference of the Ombudsman - ST/SGB/2002/12

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Representation by counsel in disciplinary and appeals cases: Assistance and - ST/AI/351 and Amend.1

Revised disciplinary measures and procedures - ST/AI/371

Special Advisory Board - ST/SGB/2002/1 (rule 109.1)

4. Appointments, placement and promotion

Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories - ST/AI/274 and Corr.1 (English only)

Central Review Board - ST/SGB/2002/6

Central Review Committee - ST/SGB/2002/6

Central Review Bodies at designated offices away from Headquarters - ST/SGB/2002/6

Central Review Panel - ST/SGB/2002/6

Appointments of limited duration - ST/SGB/2002/3 and ST/AI/2001/2

Assignment to and return from mission detail: Policy governing - ST/SGB/277 and ST/AI/404 (see also section X below)

Central Review Bodies - ST/SGB/2002/6, ST/SGB/2002/4 (for vacancies posted after 1 May 2002)

Competitive examination for recruitment to the Professional category of staff members from other categories - ST/AI/2001/8

Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category - ST/AI/1998/7

Competitive examinations for the placement of General Service and related categories in particular occupational groups - ST/AI/1998/4

Consultants and individual contractors - ST/AI/1999/7

Consultants and participants in advisory meetings - ST/SGB/177 and ST/AI/296 and Amend.1 (see also Policies for obtaining the services of individuals on behalf of the Organization below)

Contractors: Institutional or corporate - ST/SGB/177 and ST/AI/327

Employment of spouses - ST/AI/273

Gratis personnel - ST/AI/1999/6

Implementation of the report of the Panel on United Nations Peace Operations - filling of new posts - ST/SGB/2001/4 (as amended by ST/SGB/2002/17)

Managed Reassignment Programme for Junior Professional Staff - ST/AI/2001/7

Medical standards and clearances - ST/AI/2000/7

Movement of staff from the Field Service category to the Professional category - ST/AI/360/Rev.1 and Corr.1 (English only) (see also Competitive examination for recruitment to the Professional category, section VIII.15 below)

Part-time employment - ST/AI/291/Rev.1

Performance Appraisal System - ST/SGB/1999/18, ST/AI/1999/14, ST/AI/2001/10 and ST/AI/2002/3

Placement and promotion - ST/SGB/267 and ST/AI/1999/8 (for vacancies posted before 1 May 2002)
- Policies to achieve gender equality in the United Nations - ST/SGB/282, ST/SGB/1999/19 and ST/AI/1999/9

Policies for obtaining the services of individuals on behalf of the Organization - ST/SGB/177
- Consultants and individual contractors - ST/AI/1999/7
- Consultants and participants in advisory meetings - ST/AI/296 and Amend.1
- Institutional or corporate contractors - ST/AI/327
- Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers - ST/AI/297 and Add.1
- Temporary staff and individual contractors - ST/AI/295 and Amend.1 (see also Use of "when actually employed" contracts below)

Policies to achieve gender equality in the United Nations - ST/SGB/282, ST/SGB/1999/19 and ST/AI/1999/9

Promotion policy and review: see Placement and promotion above

Recruitment procedures for Professional staff - ST/AI/1997/7 (as amended by ST/AI/1998/5) - (for vacancies posted before 1 May 2002) and ST/AI/2002/4 (for vacancies posted after 1 May 2002)

Retention in service beyond the age of retirement and employment of retirees - ST/AI/1999/5 and Corr.1 (English only)

Senior Review Group - ST/SGB/2001/9

Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills - ST/AI/2000/1

Special measures for the achievement of gender equality - ST/AI/1999/9, ST/SGB/282 and ST/SGB/1999/19

Special post allowance - ST/AI/1999/17

Staff selection system - ST/SGB/2002/5 and ST/AI/2002/4

Suspension of the granting of permanent and probationary appointments - ST/SGB/280 and Amend.1

Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers - ST/SGB/177 and ST/AI/297 and Add.1

Temporary staff and individual contractors - ST/SGB/177 and ST/AI/295 and Amend.1

Termination of appointment for reasons of health - ST/AI/1999/16

Termination of permanent appointment for unsatisfactory services: Procedure to be followed - ST/AI/222

Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions - ST/SGB/283

5. Attendance, leave and working hours

Abandonment of post - ST/AI/400

Certification of sick leave: see Family leave, sick leave and maternity leave, and Recording of attendance and leave below

Family leave, sick leave and maternity leave - ST/AI/1999/12 (as amended by ST/AI/2002/7)

Home leave: change of place of home leave and change of country of home leave - ST/AI/367

Introduction of staggered working hours - ST/AI/408

Jury duty: see Recording of attendance and leave below

Occasional recuperation break - ST/AI/2000/21

Recording of attendance and leave - ST/AI/1999/13

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours - ST/AI/310 and ST/AI/387

Release of staff members in bad weather or other conditions: see Recording of attendance and leave above

Sabbatical leave programme - ST/AI/2000/4

Upgrading of substantive and technical skills - ST/AI/1997/4 and ST/SGB/1998/6

Working hours: Introduction of staggered working hours at Headquarters - ST/AI/408

6. Delegation of authority

Administration of the Staff Regulations and Staff Rules - ST/SGB/151, ST/AI/234/Rev.1 and Amend.1 and ST/AI/1999/1

Delegation of authority under the Financial Rules - ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1, ST/SGB/213/Rev.1, ST/AI/270/Rev.1 and ST/AI/315/Rev.1

Designation of staff members performing significant functions in financial management, personnel management and general services administration - ST/SGB/213/Rev.1

7. Duties and obligations

Assignment to and return from mission detail: Policy governing - ST/SGB/277 and ST/AI/404 (see also section X below)

Basic rights and duties of United Nations staff members: Status - ST/SGB/2002/13
- Regulations governing the status, basic rights and duties other than Secretariat Officials and Experts on Mission - ST/SGB/2002/9

Family and child support obligations of staff members - ST/SGB/1999/4 and ST/AI/2000/12

Financial disclosure statements - ST/SGB/1999/3

Gifts: see Preservation and disposition of gifts and historical items below

Obligations of staff members - ST/SGB/1999/3, ST/SGB/1999/4 and ST/AI/2000/12

Outside activities - ST/AI/2000/13

Preservation and disposition of gifts and historical items - ST/SGB/136

Private legal obligations of staff members - ST/AI/2000/12 (see also Obligations of staff members above)

Procedures for dealing with sexual harassment - ST/AI/379 (see also ST/SGB/253)

Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment - ST/SGB/253 and ST/AI/379

Rectification of date of birth or of other personal data: Request for - ST/AI/354

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Status, basic rights and duties of United Nations staff members - ST/SGB/2002/13
- Regulations governing the status, basic rights and duties other than Secretariat Officials and Experts on Mission - ST/SGB/2002/9

8. Job classification system

System for the classification of posts - ST/AI/1998/9 and Corr.1 (English only)

9. General

Annual inspection of official status file - ST/AI/108 (see also Official status files below)

Bookshop service for staff members: United Nations - ST/AI/244/Rev.1

Currency and modalities of payment of salaries and allowances - ST/AI/2001/1

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Filing of adverse material in personnel records - ST/AI/292 (see also Official status files below)

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276

International civil service: security, safety and independence of the - ST/SGB/198
- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Laissez-passer - ST/AI/155/Rev.2 and Amend.1 (para. 5)

Official hospitality - ST/AI/2002/8

Official status files - ST/AI/108 and ST/AI/292

Performance Appraisal System - ST/SGB/1999/18, ST/AI/1999/14, ST/AI/2001/10 and ST/AI/2002/3

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Personnel policy on HIV/AIDS: United Nations - ST/SGB/1999/17

Personnel record cards: Maintenance of - ST/AI/105

Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment - ST/SGB/253 (see also ST/AI/379)

Rectification of date of birth or of other personal data: Request for - ST/AI/354

Sexual harassment: Procedures for dealing with - ST/AI/379 (see also Promotion of equal treatment of men and women in the Secretariat above)

Smoking at United Nations Headquarters - ST/AI/407

Staff relief committees, United Nations: see Solicitation of voluntary contributions within the Secretariat, section VI.2 above

Taxi fares: Reimbursement of - ST/AI/248 and Amend.1

United Nations personnel policy on HIV/AIDS - ST/SGB/1999/17

Wearing of grounds passes - ST/SGB/259, ST/AI/333 and ST/AI/387

Working hours: Introduction of staggered - ST/AI/408

Working languages of the Secretariat - ST/SGB/201 and ST/SGB/212

10. Medical and other insurance

After-service health insurance - ST/AI/394

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Health and Life Insurance Committee at Headquarters - ST/SGB/275

Life insurance - ST/AI/2002/6

Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters - ST/AI/343 and Corr.1 (French only)

Reimbursement of costs of basic medical examinations for family members: see Special entitlements for staff members serving at designated duty stations in section VIII.2 above

Rules governing compensation in the event of death injury or illness attributable to the performance of official duties on behalf of the United Nations - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

11. Pensions, post-retirement services and employment beyond retirement

After-service health insurance - ST/AI/394

Personal identification cards for retired staff members - ST/AI/333 and ST/AI/387

Retention in service beyond the age of retirement and employment of retirees - ST/AI/1999/5 and Corr.1

Scheme of social security for the staff - ST/SGB/2002/1 (staff rules 106.1-106.6)

12. Post adjustment

See index to information circulars (ST/IC/2003/2)

13. Salary scales and payments

Conference and other short-term staff - ST/SGB/2002/3

Currency and modalities of payment of salaries and allowances - ST/AI/2001/1

Field Service category - ST/SGB/2002/1, ST/SGB/2002/4 and ST/SGB/2002/10

General Service and related categories - ST/SGB/2002/1, ST/SGB/2002/4 and ST/SGB/2002/10

Language teachers - ST/SGB/2002/1, ST/SGB/2002/4 and ST/SGB/2002/10

Overtime compensation for staff members in the Field Service category at established missions - ST/AI/2000/3

Professional and higher categories - ST/SGB/2001/8 and Corr.1 (Arabic only)

Recovery of overpayments made to staff members - ST/AI/2000/11

Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters - ST/AI/259/Rev.10 and ST/AI/2001/3

Security Service - ST/SGB/2002/1, ST/SGB/2002/4 and ST/SGB/2002/10

14. Staff regulations and rules

Administration of the Staff Regulations and Staff Rules - ST/SGB/151, ST/AI/234/Rev.1 and Amend.1 and ST/AI/1999/1

Staff Regulations - ST/SGB/2001/8 and Corr.1 (Arabic only)

Staff Rules:
- Conference and other short-term service - ST/SGB/2002/3
- Rules governing compensation - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1
- Secretariat personnel (series 100) - ST/SGB/2002/1, ST/SGB/2002/4 and ST/SGB/2002/10
- Technical assistance project personnel (series 200)- ST/SGB/2002/2 and ST/SGB/2002/10

15. Training, career development and examinations

Building the future - ST/SGB/1998/6 and ST/SGB/1999/15

Competitive examination for recruitment to the Professional category of staff members from other categories - ST/AI/2001/8 (see also Managed Reassignment Programme for Junior Professional Staff below)

Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category - ST/AI/1998/7

Competitive examinations for the placement of General Service and related categories in particular occupational groups - ST/AI/1998/4

Conditions under which staff members may take national competitive recruitment examinations - ST/AI/1997/1

Internship programme: United Nations - ST/AI/2000/9

Language proficiency and language incentives - ST/AI/1999/2

Managed Reassignment Programme for Junior Professional Staff - ST/AI/2001/7

National competitive examinations - ST/SGB/210 and ST/AI/1997/1 (see also Managed Reassignment Programme for Junior Professional Staff above)

New nomenclature for the staff of the United Nations - ST/SGB/2002/18

Organizational competencies for the future - ST/SGB/1999/15

Placement and promotion - ST/SGB/267 and ST/AI/1999/8 (for vacancies posted before 1 May 2002)
- Policies to achieve gender equality in the Secretariat - ST/SGB/282, ST/SGB/1999/19 and ST/AI/1999/9

Sabbatical leave programme - ST/AI/2000/4

Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills - ST/AI/2000/1

Upgrading of substantive and technical skills - ST/AI/1997/4 and ST/SGB/1998/6

Word-processing qualifications: Test for basic - ST/AI/334

16. United States taxes

Payment of income taxes to United States tax authorities - ST/AI/1998/1

17. Visas

Visa Committee - ST/SGB/2000/11

Visa status of non-United States staff members serving in the United States, members of their household and their household employees, and staff members seeking or holding permanent resident status in the United States - ST/AI/2000/19

IX. Library

Dag Hammarskjöld Memorial Library building: Use of - ST/AI/145/Rev.1 (paras. 5 and 6)

Establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters: Procedure for the - ST/SGB/152

Library services - ST/AI/205

Supply to the United Nations libraries of material not available through the regular distribution channels - ST/AI/189/Add.12/Rev.1

Use of United Nations premises for meetings, conferences, special events and exhibits - ST/AI/416 (see also Security arrrangements for admission to United Nations Headquarters in section I.5 above)

X. Missions

Assignment to and return from mission detail: Policy governing - ST/SGB/277 and ST/AI/404

Medal: Regulations for the United Nations (for award to military personnel) - ST/SGB/119 and Amend.1

Medal: Regulations for the United Nations Dag Hammarskjöld (posthumous award to members of peacekeeping operations who have lost their lives) - ST/SGB/2000/15

Medical evacuation - ST/AI/2000/10

Mission subsistence allowance - ST/AI/1997/6 (as amended by ST/AI/2002/5)

Movement of staff from the Field Service category to the Professional category - ST/AI/360/Rev.1 and Corr.1 (English only) (see also Competitive examination for recruitment to the Professional category, section VIII.15 above)

Observance by United Nations forces of international humanitarian law - ST/SGB/1999/13

Overtime compensation for staff members in the Field Service category at established missions - ST/AI/2000/3

Policy governing assignment to and return from mission detail - ST/SGB/277

United Nations Peacekeeping Force in Cyprus: Regulations for - ST/SGB/UNFICYP/1

XI. Organizational structure

1. General

Building the future - ST/SGB/1998/6 and ST/SGB/1999/15

Organization of the Secretariat of the United Nations - ST/SGB/1997/5 and ST/SGB/2002/11

Organizational competencies for the future - ST/SGB/1999/15

Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat - ST/SGB/209

2. Institutes

African Institute for Economic Development and Planning - ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women - ST/SGB/214

Latin American Institute for Economic and Social Planning - ST/SGB/125/Rev.1 and Amend.1 and ST/SGB/125/Rev.2 (Spanish only)

United Nations Research Institute for Social Development - ST/SGB/126 and Amend.1

3. Secretariat departments and units

Central Support Services: Office of - ST/SGB/1998/11 and ST/SGB/213/Rev.1

Centre for Human Settlements (Habitat): United Nations - ST/SGB/2002/14

Conference on Trade and Development: Secretariat of the United Nations - ST/SGB/1998/1

Dag Hammarskjöld Library: see Public Information: Department of, below

Disarmament Affairs: Department for - ST/SGB/1998/10

Drug Control and Crime Prevention: United Nations Office for - ST/SGB/1998/17; ST/SGB/240 - Personnel arrangements for the United Nations

International Drug Control Programme - ST/AI/388

Economic and Social Affairs: Department of - ST/SGB/1997/9

Economic and Social Commission for Asia and the Pacific: secretariat of the - ST/SGB/2000/12

Economic and Social Commission for Western Asia: secretariat of the - ST/SGB/2002/16

Economic Commission for Africa: secretariat of the - ST/SGB/1998/4

Economic Commission for Europe: secretariat of the - ST/SGB/1998/3

Economic Commission for Latin America and the Caribbean: secretariat of the - ST/SGB/2000/5

Environment Programme: secretariat of the United Nations - ST/SGB/1999/21

Executive Office of the Secretary-General - ST/SGB/1998/18

General Assembly Affairs and Conference Services: Department of - ST/SGB/1997/6

High Commissioner for Human Rights: Office of the United Nations - ST/SGB/1997/10

High Commissioner for Refugees: Office of the United Nations - ST/SGB/1998/9

Humanitarian Affairs: Office for the Coordination of - ST/SGB/1999/8

Human Resources Management: Office of - ST/SGB/1998/12 and ST/SGB/213/Rev.1

Internal Oversight Services: Office of - ST/SGB/2002/7, ST/SGB/273, ST/AI/397 and ST/AI/401
- Establishment of - ST/SGB/273
- Personnel arrangements - ST/AI/401
- Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery - ST/AI/397

Legal Affairs: Office of - ST/SGB/1997/8

Management: Department of - ST/SGB/1997/11 and ST/SGB/213/Rev.1

Office at Geneva: United Nations - ST/SGB/2000/4

Office at Nairobi: United Nations - ST/SGB/2000/13

Office at Vienna: United Nations - ST/SGB/1998/16

Peacekeeping Operations: Department of - ST/SGB/2000/9

Political Affairs: Department of - ST/SGB/2000/10

Programme Planning, Budget and Accounts: Office of - ST/SGB/1998/13, ST/SGB/213/Rev.1 and ST/SGB/2000/8

Public Information: Department of - ST/SGB/1999/10 and ST/AI/376

Regional Commissions Liaison Office - ST/SGB/205

Relief and Works Agency for Palestine Refugees in the Near East: Secretariat of the United Nations - ST/SGB/2000/6

4. Secretariat boards and committees

Accountability Panel - ST/SGB/2000/14

Advisory Board on Compensation Claims - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Central Review Board - ST/SGB/2002/6

Central Review Committee - ST/SGB/2002/6

Central Review Panel - ST/SGB/2002/6

Central Examinations Board: see Competitive examination for recruitment to the Professional category of staff members from other categories in section VIII.15 above

Central Review Bodies – ST/SGB/2002/6 (for vacancy posted after 1 May 2002)

Claims Board - ST/AI/149/Rev.4

Classification Appeals Committees: see System for the classification of posts in section VIII.8 above

Committee on Contracts - ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1 (rule 110.17)

Departmental focal points for women in the Secretariat - ST/SGB/1999/19

Exhibits Committee guidelines: United Nations - ST/AI/376

Garage Review Board - ST/AI/349

Health and Life Insurance Committee at Headquarters - ST/SGB/275

Information and Communications Technology Board - ST/SGB/2001/5

Integrated Management Information System Steering Committee - ST/SGB/276

Joint Advisory Committee at Headquarters - ST/SGB/200/Rev.1

Joint Appeals Board:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Joint Disciplinary Committee:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1
- Revised disciplinary measures and procedures - ST/AI/371

Office of the Ombudsman - appointment and terms of reference of the Ombudsman – ST/SGB/2002/12

Panels of Counsel - ST/AI/351 and Amend.1

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1

Property Survey Board - ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1 (rule 110.32) and ST/AI/202

Publications Board - ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1 (rules 110.38 and 110.39) and ST/AI/2001/5

Senior Management Group - ST/SGB/1997/3

Senior Review Group - ST/SGB/2001/9

Special Advisory Board - ST/SGB/2002/1 (rule 109.1)

Specialized Board of Examiners: see Competitive examination for recruitment to the Professional category of staff members from other categories in section VIII.15 above

Staff-Management Coordination Committee - ST/SGB/2002/15

Steering Committee for the Improvement of the Status of Women in the Secretariat:
- Membership - ST/SGB/1999/9
- Policies to achieve gender equality in the United Nations - ST/SGB/282 and ST/AI/1999/9

Tort Claims Board - ST/SGB/230

Visa Committee - ST/SGB/2000/11 and ST/AI/2000/19

Working Group on Internet Matters: see United Nations Internet publishing in section V.2 above

Working Group on Relations between Non-governmental Organizations and the Secretariat and United Nations Programmes - ST/SGB/209

5. Units servicing voluntary programmes

African Institute for Economic Development and Planning - ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women - ST/SGB/214

Latin American Institute for Economic and Social Planning - ST/SGB/125/Rev.1 and Amend.1 (English only) and ST/SGB/125/Rev.2 (Spanish only)

United Nations International Drug Control Programme - ST/SGB/1998/17, ST/SGB/240 and ST/AI/388

United Nations Research Institute for Social Development - ST/SGB/126 and Amend.1

XII. Property and supplies

1. Property control

Control of United Nations property covered by personal property receipts - ST/AI/97/Rev.2

Disposal of computer equipment at United Nations Headquarters - ST/AI/2001/4

Electronic publishing: Guidelines for - ST/AI/189/Add.26 (see also Publishing in an electronic format: Guidelines for, in section V.2 above)

Internet publishing: United Nations - ST/AI/2001/5

Material and package passes - ST/AI/193/Rev.1

Official cars: Policy on the provision and use of - ST/AI/337
Property:
- Control of United Nations property covered by personal property receipts - ST/AI/97/Rev.2
- Property records and inventory control under revised definition of non-expendable property - ST/AI/374
- Property Survey Board - ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1 (rule 110.32) and ST/AI/202

Property records and inventory control under revised definition of non-expendable property - ST/AI/374

Property Survey Board - ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1 (rule 110.32) and ST/AI/202

Secure telecommunications equipment - ST/SGB/269

2. General

Committee on Contracts - ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1 (rule 110.17)

Information and Communications Technology Board - ST/SGB/2001/5

Reduction in energy consumption - ST/AI/323

XIII. Protocol

Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs - ST/AI/118/Rev.1

United Nations Flag Code and Regulations - ST/SGB/132

XIV. Travel and transportation

1. Automobiles, baggage and customs

Excess baggage, shipments and insurance - ST/AI/1999/15 (see also Special entitlements for staff members serving at designated duty stations below)

Reimbursement for travel by private motor vehicle - ST/AI/1998/2

2. Expenses

Medical evacuation - ST/AI/2000/10

Mission subsistence allowance - ST/AI/1997/6 (as amended by ST/AI/2002/5)

Special entitlements for staff members serving at designated duty stations - ST/AI/2000/6

System of daily subsistence allowance - ST/AI/1998/3

Terminal expenses: see Official travel below

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